



Title:	Academic Appeals Policy
Effective Date:	8/1/2016
Last Revision Date:	N/A
Office:	Academic Affairs

Academic Appeals Policy

Purpose

Northshore Technical Community College's Academic Appeal policy is a process for academic challenges and appeals. Students may challenge and/or appeal: 1) the final grade received in a class, 2) their academic suspension, and 3) their program dismissal. The challenge procedure must be completed before any appeal process is initiated.

Scope

Only final grades may be challenged and/or appealed. The challenge procedure must be completed before any appeal process is initiated. In order to change a final grade of "F" or an "F" to a "W," the final grade challenge/appeal process must be followed. The procedure for challenging a final grade is as follows.

Academic Appeals

Final Grade Challenge Procedure:

- Level 1:** The student completes an Academic Appeal Form and presents it to the instructor along with a written statement and/or supporting documentation regarding the final grade dispute. The student discusses the final grade dispute with the instructor and tries to resolve the issue. If the grade is not changed, the instructor must sign the form as documentation. If the instructor is not available, the appropriate lead faculty member or Dean of Campus Administration may sign the form.
- Level 2:** If the final grade dispute is not resolved at Level 1, the student submits the Academic Appeal Form, with the instructor's signature along with the verbal statement and/or supporting documentation to the Dean of Campus Administration, who will attempt to resolve the final grade dispute through meetings with the student, instructor, and/or lead instructor or program coordinator/director.
- Level 3:** If the final grade dispute is not resolved at Level 2, the student submits the Academic Appeal Form, with the instructor's signature and Dean of Campus Administration's signature along with the verbal statement and/or supporting documentation to the Divisional Dean in which



the course grade is being disputed. The Divisional Dean will attempt to resolve the final grade dispute through meetings with the student, instructor, and/or lead instructor or program coordinator/director.

4. **Level 4:** If the final grade dispute is not resolved at Level 3 and the student wishes to pursue the appeal, the Divisional Dean submits the student's written challenge to the Academic Affairs Committee, attaching documentation. The student will be contacted by the Academic Affairs Committee Chair and schedule a hearing before the Committee.
 1. If the final grade dispute is recommended for referral to the Academic Affairs Committee, the Committee must:
 - a. Recommend to the Vice Chancellor for Academic Affairs and Provost a change of grade for the student;
 - b. Recommend alternative solutions to resolve the student's dispute; or
 - c. Deny the student's appeal.
 2. If the appeal is denied, the student may submit in writing to the Vice Chancellor for Academic Affairs and Provost an explanation detailing why the appeal should be reviewed. Decisions by the Vice Chancellor for Academic Affairs and Provost are final.

Academic Suspension Challenges/Appeals

A student suspended for the first time may enroll, while on suspension. To enroll in courses, the student must meet with an academic advisor. To appeal the suspension, the student must follow the process outlined above in the academic appeal procedures. (Also, see Deadlines for Appeals.)

Program Dismissal Appeals

To challenge program dismissals, students must follow the appeal process outlined above in the academic appeals procedures. (Also see Deadlines for Challenges/Appeals.)

Deadlines for Challenges/Appeals

Final Grade Challenges/Appeals Deadline

A student must begin the appeal procedures for final grades before the last day of classes in a regular (fall/spring) semester following the term in which the final grade being challenged was issued.

Academic Suspension Challenge Deadline

A suspension is for one (1) semester. A suspension challenge procedure must be initiated by the student before the first day of classes for the semester of suspension.

Program Dismissal Challenge Deadline

A program dismissal challenge must be initiated by the student before the first day of classes for the semester of dismissal.



Policy & Procedure No. AA-014
Northshore Technical Community College

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	7/20/2016	7/20/2016
X	College Leadership Committee	7/20/2016	7/20/2016
X	Academic Affairs Committee	7/20/2016	7/20/2016

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